

## **PROSECUTION SPECIALIST**

### **DISTINGUISHING FEATURES**

The fundamental reason the Prosecution Specialist exists is to perform a wide variety of specialized case preparation functions in the City Prosecutors Office. Works as a team with legal assistants and prosecutors preparing criminal cases for various court hearings. This classification is not supervisory. Work is performed under general supervision reporting to the Office Coordination Manager.

### **ESSENTIAL FUNCTIONS**

Prepares cases for arraignment, pretrial, trial, probation violation, and telephonic hearings. |

Access to and responsibility for obtaining and processing confidential criminal history information under the authorization of the Department of Public Safety in accordance with State statutes, DPS rules, and qualification tests. Prepares legal pleadings including merge documents.

Prepares and sends subpoenas to witnesses. Prepares and sends hearing notices to police officers using electronic police scheduler and email.

Updates Prosecution System database on status of cases.

Researches related cases, coordinates file flow, obtains police reports, creates files, uses Court database to research case information. Works with a variety certified documents.

Prioritizes and processes incoming case-related mail. Prioritizes and responds to incoming calls from Court, police, defendants, counsel, citizens, and witnesses.

Responds to complaints and requests for information related to assigned area(s) of responsibility.

Uses calendars from Court database to prepare dockets. Uses Court and Division databases to track files and case status.

Fills in for receptionist in greeting the public, answering telephone inquiries, screening/routing calls and opening/sorting/distributing mail, as needed.

Undertakes special projects related to case type and/or calendar type.

Attendance and punctuality are essential functions to this position.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:  
Microsoft Office programs, preferably Word, Access, Exchange and Excel.

Criminal justice systems processes and terminology.

Ability to:  
Type 50 wpm.

Prepare documents with proper sentence construction, excellent spelling, grammar, punctuation, and appropriate legal formatting.

Analyze and act on written material and verbal and/or written instructions.

Operate a variety of standard office equipment including a PC, telephone, copy and fax machines requiring continuous and repetitive arm, hand and eye movement.

Provide excellent customer service.

Prioritize work efficiently, manage time skillfully, produce request work in required time limits, while attending to considerable detail and follow up.

Demonstrate excellent written and oral communication skills.

Establish and maintain effective working relationships with co-workers, supervisors and the general public.

### **Education & Experience**

Any combination of training and experience equivalent to two years of responsible secretary level experience, with preference for familiarity with criminal justice systems processes and terminology.

FLSA Status: Non-exempt

HR Ordinance Status: Classified